



REPRESENTATIVE LINDA SÁNCHEZ'S CONGRESSIONAL INTERNSHIPS

Fall 2005

INTERNSHIP DESCRIPTION (District Office):

- Work in the district office of Congresswoman Linda Sánchez located at:
4007 Paramount Blvd., Suite 106
Lakewood, CA 90712
- Work 10-15 hours per week, between 9AM-6PM Monday-Friday
- Eight positions available
- All positions are unpaid, but course credit is available on a case-by-case basis
- Application deadline: September 26, 2005. End Date: Mid-December, 2005
- Mandatory training on Saturday, October 1, 2005
- Start date: Monday, October 3, 2005
- Learn about working in a government office and develop skills in:
 - o Casework and Social Services
 - o Communications
 - o Scheduling
 - o Office Management
 - o Grants and Research
 - o Office professionalism
- Responsibilities include:
 - o Various office tasks including answering phones and sorting mail
 - o Assisting constituents
 - o Accomplishing various research, writing and data entry projects
 - o Attending events with staff
 - o Attending staff meetings

MINIMUM REQUIREMENTS:

- 3.0 unweighted GPA
- Applicants must be attending school or living in the 39th U.S. Congressional District during the duration of the internship
- Open to high school and college students
- Time commitment:
 - o 10 hours per week minimum for current high school students
 - o 15 hours per week minimum for current college students

DESIRED SKILLS (PREFERRED BUT NOT REQUIRED):

- Interpersonal communication skills
- A mature and responsible attitude
- Ability to multi-task and prioritize
- Foreign language skills
- Strong writing and speaking skills
- Computer skills (preferably Microsoft Word, Outlook, Excel and Adobe Photoshop and Pagemaker)
- Able to provide your own transportation to and from the office

APPLICATION INFORMATION:

- Please submit cover letter, resume, and application by Monday, September 26, 2005.
- In your one-page cover letter, please answer the following two questions:
 - o Why are you applying to intern in Congresswoman Sánchez' office?
 - o What qualifies you as an intern in Congresswoman Sánchez' office?
- Final candidates will be contacted Tuesday, September 27, 2005 to arrange an interview on either September 28 or September 29. Selected interns will be notified on September 30.

If you have any questions, please contact Rachel Potucek by email at rachel.potucek@mail.house.gov or by phone at 562-429-8499 (email preferred, please).

Office Use Only- Do Not Write in This Box
Notified of receipt (date):
Notes:

INTERNSHIP PROGRAM APPLICATION

Please submit completed application, resume, and cover letter by **SEPTEMBER 26, 2005**.
For more information about writing a cover letter and resume, please contact your school's career counselor. Application materials can be submitted via email, mail or fax to:

Intern Coordinator: Rachel Potucek
Email: rachel.potucek@mail.house.gov
Phone: 562.429.8499 Fax: 562.938.1948

Name:

Permanent Address:

Phone (cell and home, if applicable):

Email:

High School:

College (if applicable):

Unweighted Cumulative GPA:

Congresswoman Linda Sánchez' district office is open Monday - Friday, 9 AM-6 PM.
Please note the times that you are available for each day you can work (example M9-6).

Mon_____ Tues_____ Wed_____ Thur_____ Fri_____

Are you available to work on some evenings and weekends for special events? Y / N

References

Please provide the names and information of two individuals (not relatives) below.

1. _____
Name Daytime Phone Job Title/Employer Years known

2. _____
Name Daytime Phone Job Title/Employer Years known